

**ROUTING AND TRANSMITTAL SLIP**

Date **27 APR 1981**

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. Director of Logistics, [redacted]

28

APR 1981

2.

ED/OL [initials]

28

APR 1981

3.

DD/L [initials]

28

APR 1981

4.

D/L [initials]

[initials]

4-29-81

5.

C/BEDG PLANNING STAFF  
3E14 [redacted]

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*Jim*

Don't know whether you got a copy of this or not. If not, treat this as your official notification.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

Room No.—Bldg.

Chief, Management Staff, DDA

7C18 Hqs

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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FPMR (41 CFR) 101-11.206

**Administrative - Internal Use Only**

DD/A REGISTER
81-0361/3

23 April 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM : John H. Stein  
Acting Deputy Director for Operations


SUBJECT : Planning for a New Building on the Headquarters Compound

REFERENCE : DD/A 81-0361/3, Same Subject

I have designated our Information Management Staff (IMS), in coordination with the SSA/DDA, to be the DO's focal point for all matters relating to planning for the new building. Appointed to serve as DO representatives on the Building Planning Staff are [redacted] of IMS and [redacted] currently on detail [redacted]

STAT  
STAT  
STAT

[redacted]

 John H. Stein

cc: C/CMS  
C/IMS  
IMS/MPG  
DDO Registry

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DD/A 81-0361/3

27 MAR 1981

MEMORANDUM FOR: Deputy Director for Operations

FROM: Max Hugel  
Deputy Director for Administration

SUBJECT: Planning for a New Building on the Headquarters  
Compound

1. You will recall that one of the items I discussed with you shortly after assuming this job was the need to proceed with the planning for a new building on the Headquarters compound. I have discussed this same subject with Les and Bruce and we all agree that we need to get on with the effort.

2. With this in mind I tasked Jim McDonald with defining the initial tasks that need to be accomplished and with defining a structure within which to do so. I am attaching Jim's plan for your review. What we need at this point is for you to identify two full-time, senior officers to represent your interests in the soon-to-be formed Building Planning Staff. As Jim defines it, they will be responsible for gathering, analyzing, and documenting Operations Directorate requirements for a new building here at Langley. Organizationally, these officers will remain assigned with you.

3. Please provide the names of your two designees to Jim McDonald by 17 April 1981 so that we can get on with this important effort.

*signed*  
Max Hugel

Attachment:  
As Stated

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